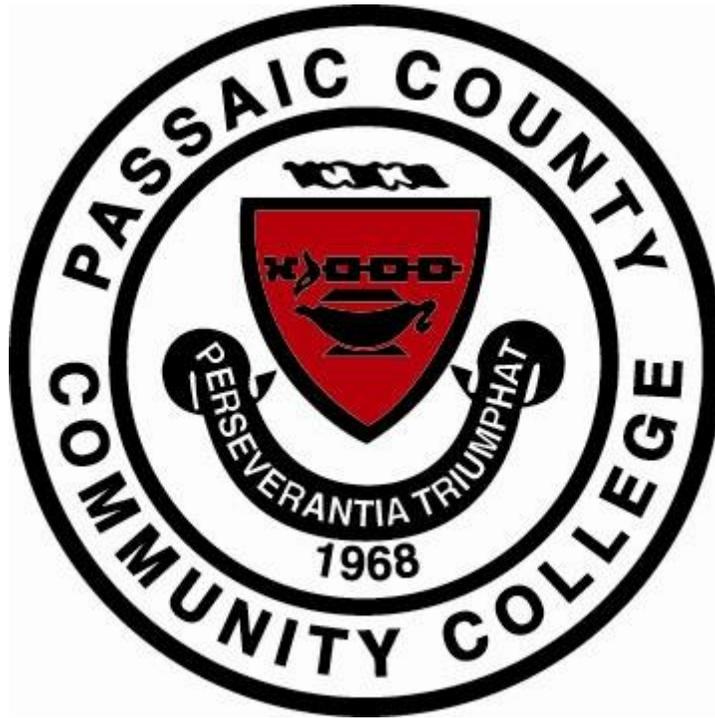


# **RADIOGRAPHY PROGRAM**

## STUDENT HANDBOOK



Passaic County Community College  
One College Boulevard  
Paterson, NJ 07505

Revised 08/2022

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# I.

## WELCOME

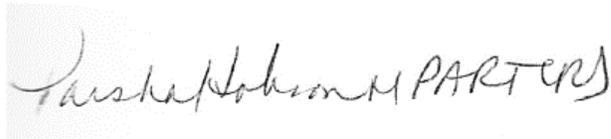
Dear Student:

Welcome to the Passaic County Community College Radiography Program. This handbook has been prepared to assist you in becoming familiar with the Radiography Program. The handbook contains policies and procedures of the program that will help you navigate through the next 24 months. It also details the rights and responsibilities of students in the Passaic County Community College Radiography Program.

It is the responsibility of each student to review this Handbook and to refer to it as needed during his/her enrollment in the program. All statements in the Radiography Student Handbook reflect **current** program policies and procedures and are subject to review, evaluation and possible changes at the end of each academic year or more frequently, should clinical education center policies change, or as mandated by our state and national accreditors. The Radiography Program Student Handbook serves as a supplement to the College Academic Bulletin and the College Student Handbook.

The faculty and staff of the Radiography Program are committed to helping you achieve your professional goals. Our best wishes for your success in the program.

Sincerely,

A handwritten signature in black ink that reads "Parsha Hobson M.P.A., R.T. (R)". The signature is written in a cursive style.

Parsha Hobson, M.P.A., R.T. (R)  
Program Director/Department Chairperson, Radiography

## **INTRODUCTION**

To ensure the effectiveness of the educational process in the Radiography Program at Passaic County Community College, each student must have a full understanding of the responsibilities and considerations involved. Each student will be responsible for observing the college rules and regulations as stated in the current College Bulletin, College Student Handbook and those contained in the Radiography Student Handbook.

**\*Please note that the Radiography department reserves the right to amend or change any of these policies or procedures in response to changes in state and federal regulations or College policy. Students will be notified in writing of any such changes that occur in the course of their matriculation in the program.**

# **LEGAL REQUIREMENTS**

## **Radiologic Technologist Board of Examiners of New Jersey**

Applicants to the Radiologic Technology programs in the state of New Jersey need to be aware of the following Radiologic Technologist Licensure statute:

### **26:2D-29. Applicants for license; fee; qualifications; programs of Diagnostic or Radiation Therapy.**

- a) The Board shall admit to examination for licensing any applicant who shall pay to the department a non-refundable fee established by rule of the commission and submit satisfactory evidence, verified by oath or affirmation that the applicant:
- 1) At the time of application is at least 18 years of age;
  - 2) Is of good moral character;
  - 3) Has successfully completed a four-year course of study in a Secondary school (high school) approved by the State Board of Education or passed an approved equivalency test (GED).

The application for a license to practice Radiologic Technology also contains the following questions:

**Have you ever been convicted of any offense of any federal or state law, other than motor vehicle traffic violation(s)?**

**If "Yes" give date(s) of conviction and type(s) of offense:**

**If "Yes" has the court sentence(s) been completed?**

**Please submit documentation along with application.**

## **The American Registry of Radiologic Technologists**

Upon successful completion of the program's didactic and clinical requirements, graduates of the program are eligible to take the national certification examination, **The American Registry of Radiologic Technologists (ARRT) Certification Examination**. The ARRT Certification Examination is a **requirement for** employment as a diagnostic radiographer in New Jersey. The ARRT Rules and Regulations require that applicants for certification and registrants must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics. For example, an individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime which is classified as either a misdemeanor or a felony. These individuals may file a pre-application with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration.

Should you have any questions or concerns or should you require further information regarding this policy, please see the Program Director for a confidential consultation or you may contact the American Registry of Radiologic Technologists directly by writing to:

### **The American Registry of Radiologic Technologists**

1255 Northland Drive  
St. Paul, MN 55120-1155  
Phone: (651) 687-0048  
[www.arrt.org](http://www.arrt.org)

## **PASSAIC COUNTY COMMUNITY COLLEGE RADIOGRAPHY PROGRAM CRIMINAL BACKGROUND CHECK**

Effective September 1, 2004, all students are required to undergo criminal history background checks. This requirement is designed to protect children, patients, and vulnerable populations by screening out those who have a pattern of criminal behavior or present questionable identification documents.

These background checks will be conducted by an external vendor **(Castlebranch.com)**. The report will include a New Jersey Statewide Criminal History Search and Social Security Trace. The Social Security Trace will dictate what other venues are searched. If any address in an additional state is found, the agency is required to search the county records in that state. The fee for the background check is established by the vendor and paid by the student directly to the vendor. The fee schedules are included in the materials given to students upon acceptance into the program and prior to beginning the program. The cost of the background check is the sole responsibility of the student.

The information gathered is sent to the college and upon request, the clinical education center. The clinical education center evaluates the information they receive and use their discretion to make a determination as to whether a student will be permitted to participate in clinical education at their facility. Clinical education centers require students, staff and instructors to have **"clean"** criminal history background checks for clinical placement.

If a student is denied clinical placement by **any** clinical education center due to the criminal history information, **that student will not be allowed to continue in the Radiography program.**

## II.

### Accreditation

Passaic County Community College is fully accredited by **The Commission of Higher Education of Middle States Association of Colleges and Secondary Schools.**

The Radiography Program is fully accredited by:

**Joint Review Committee on Education in Radiologic Technology**

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

[jrcert.org](http://jrcert.org)

The program received full 8-year accreditation in 2015.

And

**New Jersey Radiologic Technology Board of Examiners**

**JRCERT Compliance and Complaint Resolution**

The JRCERT current Standards for an Accredited Educational Program in Radiologic Sciences were adopted, January 1, 2021. The extent to which a program complies with these Standards determines its accreditation status.

The Standards are posted in the Radiography laboratory along with the JRCERT Process for Reporting Allegations, for the student's review and are available at the JRCERT website: [jrcert.org](http://jrcert.org). Should any individual or group, including students, graduates, clinical staff, faculty or the general public find that the program or the College, may be in substantial ***non-compliance*** with the Standards or may not be following the JRCERT accreditation policies, they may report such findings through the mechanism outlined in the Process for Reporting Allegations (see pages 7 through 10).



Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
www.jrcert.org

## Joint Review Committee on Education in Radiologic Technology (JRCERT) Process for Reporting Allegations

### I. Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through the legal process.

### II. Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook (Standard One, Objective 1.1).
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
PH: (312) 704 – 5300  
Fax: (312) 704 – 5304  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Allegations Reporting Process

Revised 01/2022

*The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.*



Joint Review Committee on Education in Radiologic Technology  
 20 N. Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
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 www.jrcert.org

## Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations Reporting Form

I. General Information	
Name of Complainant	
Address	
Signature	
Date	
II. Institution Sponsoring the Program	
Name	
City and State	
Type of Program	<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry
III. Required Information	
<ol style="list-style-type: none"> <li>1. Attach a copy of the program's publication that includes the due process or grievance procedure.</li> <li>2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure, copies of materials you submitted as part of your appeal, and copies of correspondence you received in response to your appeal.</li> <li>3. List the specific objective(s) from the accreditation standards (available at <a href="http://www.jrcert.org/jrcert-standards">www.jrcert.org/jrcert-standards</a>) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).</li> </ol> <p style="margin-left: 20px;">Example</p> <p style="margin-left: 40px;"><u>Objective:</u> 5.4 direct supervision pre-competency</p> <p style="margin-left: 40px;"><u>Allegation:</u> Students often do patient exams without supervision before they have completed a competency check-off.</p>	

**IV. Identify what was done at each step of the due process or grievance procedure (remember to attach copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal).**

[Empty box for reporting the due process or grievance procedure steps]

V. List the specific objective(s) from the accreditation standards (available at [www.jrcert.org/jrcert-standards](http://www.jrcert.org/jrcert-standards)) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

# **Passaic County Community College**

## **Mission, Vision, Core Ideals and Values**

**Mission:** PCCC prepares each student for a prosperous future through education and holistic support.

**Vision:** PCCC is a federally defined Minority Serving Institution (MSI) aspiring to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

### **Core Ideals:**

- Provides programs that are high-quality, flexible, affordable, equity-driven and culturally responsive.
- Offers services that are committed to student success through program completion, transfer and career preparation.
- Serves as a resource in the community through sustained partnerships with employers and community-based agencies.
- Fosters a collegiate environment that is innovative, sustainable and forward-minded.

### **Values**

P – partnerships and innovation  
A – access and support  
S – student-focused  
S – social & economic mobility  
A – affordable excellence  
I – inclusion and equity  
C – care and courtesy

Revised: 05/22

## IV.

# Radiography Program Mission and Goals

### **Mission Statement**

To provide a high-quality Radiography program that provides strong academic and clinical components that foster life-long learning and personal growth. The program strives to meet the needs of the health care delivery system of the County and adhere to state and national standards.

### **Program Goals and Student Learning Outcomes**

#### **1. Students/graduates will demonstrate clinical competency.**

##### **Student Learning Outcomes:**

Students/graduates will appropriately position the patient for radiographic procedures.

Students/graduates will formulate appropriate technical exposure factors.

Students/graduates will practice/utilize appropriate radiation protection for patients, self and peers.

Students/graduates will apply appropriate patient care skills to ensure safety and comfort of patients.

#### **2. Students/graduates will demonstrate effective communication in patient care and professional interactions.**

##### **Student Learning Outcomes:**

Students/graduates will demonstrate effective oral communication skills with patients.

Students/graduates will demonstrate effective verbal and written communication skills with healthcare staff.

#### **3. Students/graduates will apply appropriate problem-solving and critical thinking skills in the healthcare setting.**

##### **Student Learning Outcome:**

Students/graduates will demonstrate problem solving/critical thinking skills in the laboratory/clinical setting.

Students/graduates will demonstrate the ability to modify/adapt standard procedures to accommodate the patient's condition.

Students/graduates will evaluate the quality of radiographic images and make appropriate corrections when necessary.

## **Program Goals and Student Learning Outcomes (continued)**

### **4. Students/graduates will exercise ethical behavior and display sound professional judgment in clinical practice.**

#### **Student Learning Outcomes:**

Students/graduates will maintain patient confidentiality and privacy.

Students /graduates will adhere to the ethical standards of the profession.

Students/graduates will pursue opportunities for professional growth and development.

## V.

# Academic Policies and Procedures

## RADIOGRAPHY PROGRAM ADMISSION PROCEDURE AND CRITERIA

Passaic County Community College is committed to serving the educational needs of county residents. Anyone who graduates from high school, earns a General Education Diploma (GED), or is at least 18 years of age is welcome to apply for admission to the College.

While PCCC admits students from outside Passaic County, Passaic County residents have priority in programs where demand exceeds available space.

Acceptance to the College **does not** guarantee or imply acceptance into the Radiography Program. Applicants interested in the Radiography Program must apply to the Program for admission and meet the following minimum requirements:

### **Admission Requirements**

The requirements listed below are **minimum** standards:

1. Meet Passaic County Community College's admission criteria.
2. College-level placement in English and Reading.
3. College-level placement in Math.
4. Successful completion of one year of laboratory science or completion of SC 004 or CH 101, and successful completion of MA 025.  
Students who lack these prerequisites may submit standardized test to demonstrate a satisfactory level of competency in science and math.
5. A meeting with the program director or program faculty for the purpose of academic advising.
6. Take and pass the Test of Essential Academic Skills (TEAS). A passing Score on the TEAS is a minimum of 50% correct (Adjusted Individual Score) in each of the subject areas: Math, Science, Reading, and English. A passing score is required but does not guarantee acceptance into the program. The points earned on the TEAS are combined with points earned for the G.P.A., and applicants are admitted in rank order of their point score. Points are assigned for each subject section score and then averaged for a total point score.  
**The TEAS test may be taken only once in a semester, fall, spring,**

### **Admission Requirements (continued)**

or summer (June through August). Students are advised to make an appointment with the Program Director if unable to achieve passing score after 2 attempts.

7. Provide proof of citizenship or permanent residency status in the U.S.A.
8. Proof of residency in Passaic County
9. Clear criminal background check.

## VI.

### Program Requirements

In accordance with Federal Law, the Radiography Program does not discriminate on the basis of sex, race, color, creed, marital status, national ethnic origin, disability, age or sexual orientation in the administration of its program and policies.

Consistent with requirements of Section 504 of the Federal Rehabilitation Act of 1973 the Radiography Program does not discriminate on the basis of disability in admission to its program and activities as long as the disabled person does not present a safety hazard to himself/herself or patients.

Applicants to the Radiography Program must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate radiographer in the workplace. A form containing the following seven (7) questions is sent to each student accepted into the program, these questions assure the program faculty that you are able to meet the technical standards of the program.

1. Can you lift 25 pounds?
2. Can you hear someone speaking in a moderate tone that is at least six feet from you?
3. Can you communicate clearly in English verbally and in writing?
4. Are you able to push a grocery cart loaded with food out of the aisles without difficulty?
5. Can you stand for long periods of time with a maximum being for four (4) hours?
6. Can you walk a distance of 2 miles during a normal workday?
7. Is your vision adequate enough to distinguish between black, gray, and white?

## VII.

### Program Progression and Retention

1. In order to continue in the Radiography Program, the student must maintain:
  - a. A "C" in all required math and science courses.
  - b. A "C" in each radiography course.
2. Any student who does not achieve a grade of "C" in the required math, science and radiography courses will be academically dismissed from the program sequence until the grade is corrected. Dismissal means that the student will not be permitted to register for any further radiography courses until the course(s) are repeated with a grade of "C" or better.
3. Students must make adequate progress in meeting clinical competency requirements each semester. **Students are not allowed to be behind in clinical competency evaluations for two (2) consecutive semesters.** If, at the end of the second consecutive semester the student has not completed at least 75% of the clinical competency evaluations for the semester, a grade of "F" is warranted.
4. Students who wish to take a leave of absence are required to submit a written request to the Program Director for subsequent review by the program faculty. A leave of absence may be granted for a maximum of one (1) year.
5. Students who wish to withdraw from the Radiography Program course sequence may do so according to the College withdrawal policy with the approval of the Program Director. Students may apply to be re-admitted to the program, up to one year following a voluntary withdrawal.
6. A student may only repeat a Radiography course one time and may be enrolled in the Radiography Program two (2) times.

#### **Grading**

The following point values are assigned to letter grades for all radiography courses:

**A= 95-100**

**B+= 87-89**

**B- = 80-83**

**C = 75-77**

**A-= 90-94**

**B = 84-86**

**C+= 78-79**

**F= 74-0**

### **Final Exam Policy**

**This policy applies to all radiography courses.** A student with a course average below **80** must pass the Final Exam for the course, in order to successfully complete the course requirements. **Failure to pass the Final Exam with a grade of 75 or better will result in failure of the course and suspension from the program sequence.**

### **Comprehensive Final Exam Policy (RA 209)**

The Radiography Program uses the HESI Radiography Exit Exam as its comprehensive exit exam for the program. This test is purchased through Elsevier at a cost to the College. Students must pass this exam with a grade of 75 or better in order to graduate from the program and sit for the ARRT certification exam. Students who fail the comprehensive final exam for RA 209 will be given the opportunity to re-test, however, the cost of the re-test will be incurred by the student.

Prior to re-test students are required to:

- a. Document a minimum of 4 hours per week of remediation through a process identified by the Program Director.
- b. **Submit payment** for the re-test.

**Failure of RA 209 Final Exam and re-test results in failing RA 209.** In order to successfully complete the Radiography Program the student will be required to repeat those subject areas that did not receive a minimum grade of 75% on the final exam.

### **Readmission Policy and Procedure**

A student who leaves any radiography course due to academic failure, voluntary withdrawal or leave of absence and wishes to re-enroll in the Radiography Program, must notify the Program Director in writing, with a specific request stating the reason for leaving the course and their plan of action for future success in the program. The Program Director will present the request for re-enrollment to the program faculty for review. The faculty will consider the following guidelines when determining eligibility for re-enrollment.

- a. A minimum cumulative grade point average of 2.0.

### **Readmission policy (continued)**

- b. Previous withdrawals from or failure of a radiography course.
- c. **Currency status of science courses (i.e., BS 103 and 104, within three years).**
- d. Overall pattern of quiz and examination grades.
- e. Overall pattern of clinical evaluations.
- f. Program or College disciplinary actions.
- g. The stated reasons for leaving the course.
- h. The length of time out of the program (**3 years maximum**).
- j. Space available.
- i. Take and pass the HESI examination with a score of 75 or higher (this applies to students who have completed the first year of the program).

Students granted readmission to the program will be given a plan of remediation by the Program Director. This plan will be based on the items listed above and may include required personal and career counseling provided through the Center for Student Success, at the discretion of the Program Director. In addition to the remediation plan, students readmitted to the program **must** comply with the following requirements.

1. Repeat all laboratory/simulated competency evaluations that had been done prior to academic failure or voluntary withdrawal. (**Must be completed prior to readmission**).
2. Upon readmission, enroll in course(s) that they received a grade of "F."
3. Repeat Clinical Competency Evaluations in all categories that were incomplete at the time of the academic failure/withdrawal.
4. Validate clinical competency, through re-evaluation, all Clinical Competency Evaluations completed prior to academic failure/withdrawal.
5. If clinical deficiencies are determined to be a contributing cause for academic failure, returning students may be required to repeat the last clinical course completed prior to academic failure/withdrawal regardless of grade received in that course.
6. A student that withdraws from any radiography course and is out of the program sequence for one (1) year must re-take and pass the final exam for that course.

**A student may only be enrolled in the Radiography Program two (2) times. Students who are DISMISSED from the program are not eligible for re-enrollment in the program.**

## **Plagiarism and Academic Dishonesty**

Plagiarism is the act of representing directly or indirectly another person's work as your own. It can involve presenting someone's speech, wholly or partially, as yours, quoting without acknowledging the true source of the quoted material, copying and handing in another person's work with your name on it, and similar infractions. Even direct quotations, paraphrasing, etc., can be considered plagiarism unless sources are properly cited. Plagiarism and or cheating in any way will not be tolerated. Passaic County Community College's policy for academic misconduct can be found in the Student Code of Conduct in the College Bulletin and the College Student Handbook. Plagiarism and academic dishonesty are considered violations of the ARRT Standards of Ethics and must be reported within thirty (30) days of the infraction.

## **Incomplete Grades**

The grade "I" (Incomplete) is a temporary grade that may be given when students are unable to complete the semester's requirements because of illness or other circumstances beyond their control. An incomplete contract must be signed between the course instructor and the student specifying the areas and reasons the student is given an incomplete. All work must be completed by mid-term of the next semester. Enrollment in a sequential course to one in which an "I" was earned is at the discretion of the Program Director. When the requirements for completion have been successfully met, the permanent grade will be recorded. If requirements have not been met by the specified date, the grade of "F" will be recorded.

## VIII.

### Attendance Policies

#### Class

Due to the concentrated design of the radiography curriculum, it is expected that students will attend all classes. Only illness or serious personal matters may be considered adequate reasons for absences. Students will be held responsible for all content presented in class. Make-up quizzes/tests are at the discretion of the individual course faculty and those policies will be discussed at the beginning of each course.

#### Clinical Education Center

Students are to be present, punctual, and prepared for all clinical experiences. Due to the time constraints of the semester and the clinical competency requirements, chronic absenteeism will compromise the student's ability to complete clinical objectives. Absenteeism will contribute to weak clinical skills and compromise the safety of our patients. Chronic absenteeism will lead to a lower clinical grade or failure of a clinical course, regardless of other clinical strengths demonstrated. (**See Clinical Education Expectations on pages 25-27**)

#### College Laboratory

Students are to be on time and prepared for all college laboratory experiences. Appointments for laboratory proficiency testing or competency simulation must be kept or notification given to the laboratory coordinator. Re-scheduling will be at the discretion of the laboratory coordinator and course faculty.

## IX.

# Passaic County Community College Radiography Program Grievance Policy Process

- Step I The student must go to the course instructor with their concerns. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 5 working days of the incident that generated the complaint.
- Step II If an agreement is not reached at Step I, the student must meet with the Program Director. The Program Director must schedule this meeting to take place within 5 working days.
- If the Program Director was the instructor or subject of the grievance, at Step II, the student will meet with the Associate Dean of Nurse Education and Sciences. This meeting must be within 5 working days.
- Step III If a resolution to the grievance cannot be reached in Step II, then the grievance is presented in writing to the Senior Vice President of Academic and Student Affairs within 5 days of the Program Director's or Associate Dean's decision decision.

## X.

# Graduation Requirements

1. Students anticipating graduation must apply for graduation. The procedure for applying for graduation may be found in the Passaic County Community College Bulletin.
2. Students must complete all required credits toward the degree, A.A.S., as described in the college bulletin.
3. Pass the RA 209 Comprehensive Final Exam.
4. Complete all ARRT and New Jersey Dept. of Environmental Protection Radiologic Technologists Board of Examiners (RTBENJ) required clinical competency evaluations.
5. All students pursuing a degree from Passaic County Community College must successfully complete at least one (1) course designated as a Writing Intensive course.
6. **College Writing Exam (CWE)**: All students in degree programs are required to take and pass a final essay examination before graduation. In order to sit for the examination, the student must have successfully completed **at least 30 credits** of college-level coursework as well as Composition I (EN 101). The CWE, which is administered through the Academic Skills Resources Center is offered five (5) times each year; twice in the fall semester, twice in the spring semester, and once in the summer. A student may re-take the examination after receiving tutoring in the Academic Skills Resource Center, but successful completion of the exam is a strict requirement for graduation from the College.

## XI.

# Clinical Regulations and Policies

## Clinical Expectations

### Required Levels of Clinical Supervision

State and federal law, as well as our accrediting bodies mandate clinical supervision of student radiographers. The following parameters shall be adhered to by all radiography students.

1. Students must be assigned to a New Jersey Radiologic Technology Board of Examiners approved clinical education center.
2. All program officials assigned to evaluate student clinical competency must be approved by the Board.
3. Prior to didactic and laboratory instruction and documented laboratory proficiency in a procedure the student is only permitted to observe a New Jersey licensed diagnostic radiographer perform that procedure.
4. After didactic and laboratory instruction and documented laboratory proficiency in a procedure but prior to a clinical competency evaluation simulated competency evaluation:

The student continues to observe these procedures and gradually progresses to the point where the student can now participate and assist the New Jersey licensed diagnostic radiographer while under **direct supervision**. The following parameters constitute direct supervision. The licensed diagnostic radiographer shall:

- a) Review the request for examination in relation to the student's achievement.
  - b) Evaluate the condition of the patient in relation to the student's knowledge.
  - c) Be present while the procedure is performed.
  - d) Review and approve the images.
5. After the student has demonstrated proficiency through CCE or simulated competency evaluation in a given procedure, the student may perform that procedure under the **indirect supervision** of a New Jersey licensed diagnostic radiographer. The following parameters constitute indirect supervision:

- a) Supervision provided by a licensed radiographer, who is ***immediately available*** to assist the student regardless of the level of competency or student achievement. ***Immediately available***, is interpreted as the presence of a licensed diagnostic radiographer adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Based on these parameters, a student ***cannot*** be assigned to a surgical or mobile rotation or assigned to a room that is not adjacent to another radiographic or fluoroscopic room (i.e., PAT or ER) unless a licensed diagnostic radiographer is present in that room or in the adjacent room. In compliance with this policy mobile/portable and surgical procedures may only be performed under ***direct supervision***, regardless of the level of competency a licensed radiographer must accompany all students when performing these procedures, including those performed in the Emergency Room.

- b) A licensed radiographer must review and approve all radiographic images.
- c) **Unsatisfactory radiographs shall only be repeated under the direction and in the presence of a licensed diagnostic radiographer, regardless of the student's level of competency.**

***Violation of the policy described above is a serious violation of state, national and program regulations. Failure to adhere to this policy will result in suspension and/or dismissal from the program. Students dismissed from the program are not eligible for re-admission.***

### **Tardiness**

Any student arriving to the clinical education center **six (6) minutes** after the scheduled starting time is considered to be late. For the purpose of calculating clinical attendance, leaving early is also counted as an incident of lateness.

### **Absenteeism**

Being absent from the clinical education center is a very serious matter. Due to the time constraints of the semester and the clinical competency requirements, chronic absenteeism will compromise the student's ability to complete clinical objectives. The student assumes responsibility for their clinical progress. Absenteeism will contribute to weak clinical skills and may compromise the safety of our patients. Chronic absenteeism will lead to a lower course grade or failure of a clinical course, regardless of other clinical strengths demonstrated.

During the summer clinical course being late or absent from the seminar class is calculated as an incident of clinical tardiness/absenteeism. Leaving early is also considered as an incidence of late.

### **Reporting Clinical Absence or Lateness**

In educating students to become professionals, they are expected to develop certain attitudes about their work habits. One area, which will be evaluated in the development of professional attitudes, is how the student assumes responsibility for their attendance. The student is responsible for calling the clinical education center **each day** when absent or expected to be late. The call must be made **before** the scheduled starting time. If you do not speak to the clinical instructor, get the name of the person taking the message and **call back later** to speak directly to the instructor. The student must speak directly with the clinical instructor at some point during the scheduled clinical day. The student is responsible for making this call personally, calls from other family members are acceptable only in the case of severe illness.

**Failure to call in to the clinical education center will result in automatic suspension of the student from the clinical education center the following clinical day. All suspensions are counted as absences for the purpose of calculating grades.**

**Any combination of five (5) incidents of lateness and/or absenteeism in one semester will result in the lowering of your total clinical grade by one letter grade or ten (10) points (i.e., grade is 85 or B, will be lowered to 75 or C).**

### **Procedure for Reporting Absence or Lateness**

#### **Clinical Education Centers**

**The following is a listing of the clinical education centers and their Radiology Department telephone numbers. These numbers are to be used when reporting clinical absence or lateness.**

St. Joseph's Regional Medical Center .....	(973) 754-2662
St. Joseph's Wayne Hospital.....	(973) 956-3312
Chilton Memorial Hospital.....	(973) 831-5088
St. Mary's Hospital (Passaic).....	(973) 365-4459
Palisades Medical Center.....	(201) 524-5014

## **Excused Absences**

The faculty acknowledges that there are occasions that necessitate an absence from the clinical education center. Student may take sick days at their discretion, with proper medical documentation these are considered excused absences. An **approved**, excused absence will not adversely affect the clinical grade. However, it should be noted that a total of **six (6)** incidents are allowed to be used as excused absences for the **entire 24 months** of the program. Proper notification for the use of an excused absence is mandatory, and must be presented **prior to or upon the student's return to the clinical education center**. The Clinical Coordinator will determine whether an absence may be used as an excused absence.

## **Transportation**

Students are responsible for providing their own transportation to the clinical education centers. Each student is responsible for arriving on time at the assigned clinical education center. Parking arrangements vary at each facility. Students must familiarize themselves with the regulations at their assigned facility.

## **Liability Insurance**

Students are covered by a liability policy from the College while enrolled in the program. It is extremely important to accurately indicate the time of arrival/departure from the clinical site for this reason. If you leave the clinical education center for any reason during the day, i.e., lunch, you must document the time you left and the time you return.

## **Health Insurance**

Students in the Radiography Program are **required** to have health care insurance, regardless of credit load. Proof of health care insurance must be provided to program officials each academic year.

## **Incident Reports**

For reasons of liability, all incidents that are not part of the routine procedure at the clinical education center must be documented via an Incident Report. The incident may involve a patient or the student. The incident report is documentation of the occurrence, not a finding of fault. Documents of this nature must be completed with the assistance of the clinical instructor and the department manager before they are routed to the appropriate office.

## **Injuries While on Clinical Assignment**

If a student is injured at the clinical education center, they may obtain medical care at the facility, if they choose. Students are advised to have independent health and accident insurance to adequately cover the care that may be required. Passaic County Community College accepts **no responsibility** for payment of medical expenses, nor does the clinical facility. Students assume full

financial responsibility for hospital and medical costs incurred should they receive an injury while on clinical assignment.

### **Radiation Exposure Monitoring Policy**

Optically Stimulated Luminescence Dosimeters (OSLDs), commonly known as radiation monitoring badges, must be worn at all times when the student is attending clinical or working in the energized laboratory at the college. If a student is without their current OSLD, they will be sent to retrieve it and will assume responsibility for the time lost. The student is also responsible for obtaining their new badge on the fifteenth (15<sup>th</sup>) of each month. **Under no circumstances will a student be allowed to attend clinical or the energized radiography lab without a radiation monitoring badge.** This policy becomes especially important for students who are enrolled in the clinical course sequence only, as they may not have regular classroom work at the college. All students must stop by the radiography laboratory once a month to comply with this policy.

The monthly badge report is posted in the radiography laboratory. By the end of each month, students must initial the most recent report next to their name to indicate they are aware of their readings. Students, who exceed the prescribed monthly radiation dose limit of **50 millirems (0.5 millisieverts)**, will receive written notice from the Program Director. The student must schedule an appointment with the Program Director within five (5) class days for counseling regarding proper radiation protection practices.

### **RADIOGRAPHY PROGRAM CELL PHONE / SMART DEVICE POLICY**

The use of cell phones and smart devices to include smart watches and/or other such devices are strictly prohibited in the classroom during times of instruction, and in the clinical setting except when the student is on break. The use of these devices are especially prohibited during testing/examination. Students will be asked to remove smart watches/devices before the start of the test/exam. Students will also be asked to put away their cell phones and smart watches in a secure location when they arrive at the beginning of the clinical day. Violation of this rule will result in disciplinary actions.

## **HEALTH POLICY**

Each student admitted to the Passaic County Community College Radiography Program is required to submit a complete health record which includes a physical examination and lab tests. In addition, students are expected to maintain optimum health. Those undergoing long-term or specialized treatment including medications, which may place limitations on assignments, are required to notify the faculty of the Radiography Program at the onset of treatment.

The following items are **required of all students** enrolled in the Radiography Program:

1. Physical examination completed by a physician or nurse practitioner.
2. Urinalysis (attach a copy of lab results)
3. CBC (Complete Blood Count; attach a copy of lab results)
4. Initial Tuberculin Mantoux (PPD) Two-Step TB Test, with date given, date read and results documented. This includes **TWO** Mantoux tests given one to three weeks apart. **If negative, a Mantoux PPD skin test must be submitted annually.**

Both must be documented to include date given, date read, results and a signature of the individual reading the results. If the initial result is positive, the student is required to have a chest x-ray with a copy of the results attached.

A blood test in lieu of a Mantoux PPD skin test is acceptable as long as a copy of the results is presented.

**PLEASE NOTE:** All positive reactions must be measured in millimeters and documented on the Health Record form. All students, regardless of history of Bacillus Calmette Guerin (BCG), are required to have a Mantoux TB skin test (PPD) if their previous PPD documentation is unavailable. Again, all positive reactors must have a chest x-ray with the copy of the report attached and signed by a physician and whether prophylaxis treatment is recommended or not recommended. In the second year, a TB questionnaire is required in place of the chest x-ray.

5. Documentation of a Tetanus, Diphtheria, Pertussis (Tdap) immunization.
6. **Annual** Flu Vaccine
7. Regardless of boosters, **Rubella (German Measles), Rubeola (Measles), Mumps (Parotitis) and Varicella (Chickenpox), blood test titers are required.** A copy of each blood test lab report must be submitted with the Health Record.

**PLEASE NOTE:** If a student is found non-immune to Rubella, Rubeola, Mumps or Varicella, he or she must obtain a MMR and/or Varicella re-

## Health Policy (continued)

immunizations regardless of age. **Students who have obtained 2 Varicella immunizations are exempt for the Varicella screening blood test titer.** Documentation must be recorded as "immune" or "non-immune" and not with the actual numerical value.

8. Documentation of Hepatitis B immunization series or a Hepatitis B titer showing immune status. If found to be non-immune, the student must have the immunization series.
9. St. Joseph's Hospital Systems requires all female students of childbearing age to take a pregnancy test prior to the beginning of their clinical rotation each semester. Results of the test shall be communicated to the Clinical Coordinator. The student will not be allowed to attend clinical if this not done.

**\*\*\*\*NOTE: Students who do not submit a completed Health Record prior to the beginning of the first semester will not be permitted to attend clinical.**

## **COMMUNICABLE DISEASE POLICY**

The following policy is implemented to prevent the spread of disease among patients, staff and students.

Upon admission to the program and prior to attending the clinical education center all students must submit a completed physical examination form. This form must be completed and signed by a physician. The form requests that the physician complete a section regarding the student's immunity to several communicable disease, including rubella, varicella and mumps. The physician must clearly state in this section whether or not the student is immune to these diseases. **If the student is not immune to one or more of the listed diseases, then immunization/vaccines for the communicable disease(s) must be administered and immunity must be demonstrated before the student is allowed to attend the clinical education center.**

Any student with, or vulnerable to, a communicable and/or infectious disease must be restricted from participating in clinical education. Students who report to clinical assignments and are obviously ill with active cold or flu symptoms will fall into this category, as would any other known communicable disease. The list of disease that would warrant the initiation of the communicable disease policy, includes, but is not limited to, the following:

### **Active TB**

**Conjunctivitis (pink eye)**

**Active Zoster (shingles\*)**

**Viral Hepatitis (Hepatitis A)**

**Herpetic Whitlow (on the hands)**

**Staphylococcus Aureus (skin lesion)**

**Diarrhea which impacts fitness for duty, or is accompanied by other symptoms.**

### **Active Measles**

**Active Mumps**

**Scabies**

**Active Pertussis\***

**Upper Respiratory Infections**

**Active Varicella**

**COVID-19 Virus**

\* Includes post exposure in susceptible individuals, even if no symptoms are present.

Students must notify program officials as soon as it is discovered that they have a communicable condition. This is absolutely necessary to protect our patients and co-workers. If students are suspected to have a potentially infectious disease, the clinical instructor will require that the student leave the patient care area immediately. Students will be responsible for seeking the medical attention they need in order to return to the clinical setting. A physician must clear the student for return to the clinical education center.

## **COVID-19 Pandemic Requirements**

1. As of September 2021, all clinical education centers have **mandated** that their staff, students and college faculty on clinical assignment, be fully vaccinated for coronavirus. Radiography students are therefore, **required** to obtain the coronavirus vaccine prior to clinical assignment.
2. Radiography students must check their temperature daily and screen for obvious symptoms of COVID infection. On clinical days, students will record their temperature and complete a checklist each day they are on clinical assignment. The checklist will be kept in the student's clinical folder until the end of the semester.
3. If you are ill or have a temperature, please do not come to campus or go to the clinical education center. Contact a program official for help in completing missed assignments and for further information.
4. **As healthcare students, the program requires that a mask is worn in the clinical setting and in the classroom and the laboratory at all times.**
5. The College is closely monitoring the rapidly changing circumstances of the pandemic and is making every effort to keep the college community informed of those changes. For the latest updates and information available to the college please keep your contact information updated and check the college's Covid-19 webpage.

## **Accidental Exposure to Bloodborne Pathogens**

Healthcare workers who have direct exposure to blood and other potentially infectious materials are at risk of contracting bloodborne infections resulting from Hepatitis B viruses, Human Immunodeficiency viruses, and other pathogens. The Passaic County Community College Radiography Program is committed to providing a safe and healthful work environment for students and faculty who are at risk for exposure via accidental needle sticks, body fluid splashes and/or exposure to mucous membranes. Standard precautions, an approach to infection control that assumes all human blood and certain body fluids are infectious, is emphasized and implemented throughout the Radiography Program.

According to OSHA, "An exposure incident occurs when there is eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials."

## **Accidental Exposure to Bloodborne Pathogens (continued)**

In the event of an exposure, the person should:

1. Wash affected area with soap and water.
2. Flush mucous membranes with copious amounts of water.
3. Report to the Emergency Room for medical treatment and follow-up evaluation.  
**Note:** The source of the exposure should be contacted by the clinical site for permission to have source testing performed for HIV, Hepatitis B and C.
4. Report incident to the clinical instructor and clinical coordinator.
5. Complete an Incident Report at the clinical education center and forward copy to the Program Director.

Students assume full financial responsibility for all hospital and medical costs incurred as a result of the exposure regardless of where the incident occurred.

## **MAGNETIC RESONANCE IMAGING (MRI) SAFETY & SCREENING POLICY**

Magnetic Resonance Imaging (MRI) uses a powerful magnetic field to produce images of the human body. When you enter the scan room any metallic objects on or within your body could be affected by the magnetic field. All individuals entering the MRI suite are required to be screened. Radiography students may choose to do a voluntary clinical rotation in MRI during the second year of the program. Radiography students and clinical instructors must adhere to the following policy and procedures to prevent accidents or injuries:

- First year students will be instructed in MRI safe practices during clinical orientation prior to the start of the first clinical term.
- First year students must take and pass with a score of 85 or better a MRI safety quiz prior to attending their first clinical experience.
- All students will complete and sign the Radiography Student MRI Screening form. This form will be filed in the student's clinical folder and must remain in the folder until the student has completed the program.
- Second year radiography students will be instructed in MRI safety during RA 202, Principles of Radiologic Sciences III. Following presentation of the MRI safety lecture, students must take and pass the MRI safety test prior to requesting MRI clinical assignment.
- Second year students will be required to review the screening form they signed in their first semester and to update any information that may have changed in the interim.
- All students requesting MRI clinical will be further screened by the specific MRI department of the clinical education site where clinical assignment is being provided, and cleared for MRI clinical. A copy of the screening form used by the department will also be kept in the student's clinical folder.

**Be advised, the MR system (magnet) is ALWAYS on.**

**PASSAIC COUNTY COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM  
RADIOGRAPHY STUDENT MRI SCREENING FORM**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's DOB \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Have you ever had any surgery where metal was left in your body?  Yes  No

If yes explain \_\_\_\_\_

Have you ever had a job or hobby cutting or grinding metal?  Yes  No

If yes explain \_\_\_\_\_

Have you ever had metal removed from your eyes?  Yes  No

If yes explain \_\_\_\_\_

Is there any possibility you could be pregnant?  Yes  No

**Do you have any of these items in your body?**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Pacemaker, wires, or defibrillator        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Implanted ear tubes                                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Medication patches                        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Artificial limb or Joint                               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Body piercing                             | <input type="checkbox"/> Yes <input type="checkbox"/> No | Eyelid tattoo  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Brain aneurysm clip                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Implanted catheter or tube                             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Ear implant                               | <input type="checkbox"/> Yes <input type="checkbox"/> No | Artificial Heart Valve                                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Eye implant                               | <input type="checkbox"/> Yes <input type="checkbox"/> No | Penile prosthesis                                      |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Electrical stimulator for nerves or bones | <input type="checkbox"/> Yes <input type="checkbox"/> No | Shunt  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Bullets, BBs or shrapnel                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | False teeth, retainers or braces                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Infusion pump                             | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diaphragm, IUD or Pessary                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Magnetic implant anywhere                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | Orthopedic devices: (plates, screws, pins, rods, wire) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Coil, filter or wire in blood vessel      |  |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you currently breastfeeding?          | <input type="checkbox"/> Yes <input type="checkbox"/> No | Anything in your body that were not born with?         |

**Please list any surgical procedures you have had.** \_\_\_\_\_

**Please do not take any of the following into the scan room. These items may become damaged or cause injury to yourself or others:** Hearing aid, Glasses, Watch, Safety Pins, Hairpins or Barrettes, Jewelry, Wallet, Money Clips, Credit Cards, Pens, Keys, Purse, Pocketbook, etc.

**I attest that the answers I have provided to the above questions are correct to the best of my knowledge. I have read and understand the contents of this form and have had the opportunity to ask questions regarding the information on this form.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Clinical Coordinator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**MRI Technologist Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

# **NURSING AND ALLIED HEALTH STUDENTS** **FITNESS FOR DUTY POLICY**

## **Policy Statement**

It is the policy of the College that there be an alcohol and drug free educational and learning environment which allows students to enjoy the full benefits of their learning; and to promote present and future physical, psychological, mental and social well-being. It is the policy of the College to make reasonable accommodations to those students who have problems associated with the unauthorized use and abuse of alcohol and illegal drugs as provided by the Board of Trustees of Passaic County Community College and Public Law 101-225.

Nursing or Allied Health students may not attend the clinical education center under the influence of alcohol and/or drugs. The provision for client care in a safe and appropriate manner cannot be compromised at any time and the health and safety of students or others in the clinical setting cannot be jeopardized.

## **Definitions:**

**Fitness for Duty:** A student's ability to carry out responsibilities in accordance with the Policies and Procedures of the Nurse Education Program and the Radiography Program.

**Drug:** Any over the counter medications, any prescribed medications, any illegal or unprescribed controlled chemical substances, and any substance which potentially affects the student's ability to carry out their responsibilities or which potentially affects the safety and health of any person.

## **Procedure:**

1. It is the faculty's responsibility to document student behavior and performance in the clinical education center when they have knowledge of, or reasonable suspicion that the student's unusual or unacceptable behavior or performance may be the result of alcohol or drug abuse. Unacceptable behavior and performance may include, but is not limited to:
  - a. Change in appearance.
  - b. Drowsiness, or sleepiness.
  - c. Frequent absenteeism and/or tardiness without documented medical reasons.

## **Fitness for Duty (continued)**

- d. Inappropriate response to stimuli.
  - e. Inattentiveness to work.
  - f. Increasing inability to meet schedules and deadlines.
  - g. Lack of, or decreased coordination in body movement.
  - h. Lack of manual dexterity.
  - i. Slurred or incoherent speech or speech pattern different from the student's normal speech pattern.
  - j. Smell of alcohol on breath or body.
  - k. Unexplained change of mood.
  - l. Unusually aggressive behavior.
  - m. Unusually passive or withdrawn behavior.
2. The faculty member will interview the student regarding their observation and assess the situation. After this interview the faculty member may request presence of a second health professional to witness and confirm any observed behavior or performance problem.
  3. In the clinical education center, the faculty member shall designate the second healthcare professional to accompany the student to the Emergency Room. The physician will examine the student and determine whether alcohol/drug testing is deemed necessary. The physician will determine if the student is "fit for duty."
  4. Refusal by the student to submit to such testing may result in his/her suspension from attending the clinical education center and or classes at the college.
  5. If the student is deemed fit for duty, he/she may resume their clinical responsibilities.
  6. If the student is deemed unfit for duty:
    - a. The student shall be sent home. Consideration must be made of the student's ability to arrive home safely. Transportation may be provided if necessary.
    - b. The faculty will inform and advise the student that he/she should contact their physician as soon as possible.
    - c. The faculty will inform and advise the student that a meeting with the

## **Fitness for Duty (continued)**

Vice President for Academic and Student Affairs will be arranged by the Program Director.

- d. The student will be prohibited from returning to the college and/or the clinical education center until given a "Return to College" clearance by their physician and the Vice President of Academic and Student Affairs must certify that the student is able to return to the college and/or the clinical education center.
  - e. In order to return to the Allied Health program, the student must apply in writing to the Director/Chairperson and will be required to meet the conditions set forth under the Policies and Procedures and to undergo a drug screening as a condition of return.
7. Any student who withdraw from class or is dismissed from the College in order to obtain treatment will be placed on academic suspension.
  8. Refer to the Standards of Conduct and Sanctions for Violations (College Student Handbook) for when a student is in possession of or using alcoholic beverages, illegal or unprescribed controlled chemical substances in the College or the clinical education center. Violation will result in disciplinary action up to and including expulsion from the college, and reporting of the violation to local law enforcement agents.

## **College Drug and Alcohol Statement**

Passaic County Community College is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with Public Law 101-226, the College declares that it will make every effort to provide students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and the abuse of alcohol and the illegal use and abuse of drugs inhibits students from attaining the benefit of their learning experience, exposes them to serious illness and health risks, and therefore is prohibited.

## **STANDARDS OF CONDUCT AND SANCTIONS FOR VIOLATIONS**

In the College catalogue under the student conduct code, expectations of students are specified. Violations will result in disciplinary action up to and including expulsion and reporting the violation to local law enforcement agents. The students will abstain from illegal possession, use or abuse of narcotic drugs, as well as unauthorized use of alcoholic beverages.

The College may not serve alcoholic beverages on campus at any time when students are present, unless approved in writing by the Vice President for Academic and Student Affairs. Any serving of alcoholic beverages must be in compliance with the laws of the State of New Jersey and other applicable local laws.

Unless prescribed by a physician, the manufacturing, use, possession, sale, distribution, or being under the influence of narcotics, chemicals, psychedelic drugs, or other controlled substances by an individual engaged in College related activities or while on the College campus is illegal and strictly forbidden, and prohibited by the College, local, state and federal laws.

Students who are eligible to receive financial aid are required to certify that they will not engage in the unlawful manufacturing, distribution, possession or use of controlled substances during the period covered by their aid.

**Passaic County Community College**  
**Radiography Program**  
**Pregnancy Policy**

In accordance with the **Standards for an Accredited Educational Program in Radiologic Sciences**, the Radiography Program adheres to United States Nuclear Regulatory Commission (NRC) regulations regarding the declared pregnant student/worker. A copy of this regulation in its entirety is posted in the Radiography laboratory. NRC regulations and guidance are based on a conservative assumption that any amount of radiation can have a harmful effect on an adult, child or unborn child. Although it is known that the unborn child is more sensitive to radiation than adults, the NRC has taken the position that special protection of the unborn child should be **voluntary** and therefore, the program adopts the following policy and procedure:

1. Female students enrolled or accepted in the radiography program have the option of whether or not to inform program officials of their pregnancy.
2. If the student chooses to inform program officials of their pregnancy, it must be in writing and indicate the expected date of delivery.
3. In the absence of voluntary, written disclosure of her pregnancy, the student cannot be considered pregnant.
4. Once the student has voluntarily disclosed her pregnancy, she will be counseled by the Program Director regarding radiation protection and her options for program completion. The student has the option to:
  - a) Continue the program sequence without modification of clinical assignments or interruptions.
  - b) Have program officials modify clinical assignments during the pregnancy.
  - c) Take a leave of absence from clinical assignments, and/or the program didactic sequence.
  - d) Withdraw the declaration of pregnancy. Withdrawal of declaration must be in written form.

My signature on this form indicates that I have read and understand the contents of this policy.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Faculty

\_\_\_\_\_  
Date

# **RADIOGRAPHY PROGRAM**

## **UNIFORM POLICY**

### **Professional Appearance**

The professional appearance of the student radiographer reflects both college and professional standards and is indicative of the student's interest and pride in **their** profession.

The professional appearance of each student is absolutely necessary in the clinical setting, and while attending **ANY** activity where the student will be representing either Passaic County Community College or the Radiography profession. The professional appearance of each student is evaluated as part of his or her professional development.

### **Uniform Guidelines**

When attending the clinical education center or any recruitment activity, the student must wear the program/school-designated uniform. The student is not permitted to purchase any style uniform they desire, they must purchase and wear the designated uniform.

### **Additional Requirements**

1. Uniforms must be clean, pressed, white and well maintained. Uniform dresses must be a modest length. Uniform pants, shirts, dresses and lab coats must provide enough room to maneuver during radiographic procedures and patient care without binding. Uniforms, which have become too small or are poorly maintained, must be replaced at the student's expense.
2. The school patch must be visible to the patient at all times, therefore, must be securely sewn onto the left shoulder of all attire which is worn during clinical experience.
3. Undergarments must be white, appropriate for clinical assignment, and must not show through any uniform attire. Thongs of any color are prohibited.
4. Students who become cold during clinical assignment may wear a lab coat or a **white** cardigan sweater, provided that the school patch is affixed to The left shoulder. Sweaters and lab coats must be long enough to cover The uniform top. Students may also opt to wear white tee-shirts under their uniform attire. The T-shirt must not extend beyond the sleeves of the uniform and they may not contain any logo.

## Uniform Policy (continued)

5. Footwear must be white, clinical type shoes. ***No sneakers or shoe that resembles a sneaker of any type is permitted***, including clinical shoes or “walking shoes”, which are styled similar to sneakers. All shoes must be Polished frequently to maintain their appearance.
6. Socks, stockings and knee-highs must be solid white. Female students who choose to wear the designated uniform pantsuit must wear knee-high stockings or pantyhose underneath. Male students must wear ***white, dress or trouser socks. Sweat socks and ankle socks are not permitted for either gender.***
7. Hair must be clean, well maintained and of conservative style while in the clinical education center. Long hair must be tied back off the face and shoulders in a secure and neat manner. Ribbons or other hair ornaments must be of a modest style and match the uniform.
8. Nails must be short (no more than 1/8 inch pass the fingertip). Acrylic nails and other artificial finger nails are not permitted in the clinical education setting according to The Joint Commission and OSHA guidelines. It is recommended those students refrain from wearing nail polish. Chipped nail polish has been linked to causing severe infections in susceptible populations.
9. Students must pay particular attention to their hygiene. Daily showering or bathing is necessary, as is applying deodorant on a daily basis.
10. Males should be clean-shaven or have neatly trimmed facial hair. It is not permissible for students to begin growing a beard or a moustache during clinical experience, although it is permitted to wear such, if well groomed.
11. Surgical uniforms (scrubs) may not be worn unless scheduled in the operating room. If wearing surgical scrubs, students must wear a lab coat over this attire while outside the operating room. Lab coats must be buttoned from the neck to below the waist area to preserve the idea of clean scrub attire. Surgical uniforms may not be worn outside the operating room, Radiology department or the lunchroom.
12. Surgical scrubs are the property of the hospital and cannot be removed from the facility. This would be considered theft of hospital property and

## **Uniform Policy (continued)**

warrants disciplinary action.

13. Jewelry may be worn in modest style and amounts. Only one ring per hand is permitted. No bracelets may be worn. Earrings must be small button type and worn in matched sets, one per ear. A single necklace may be worn inside the collar of the uniform. It must not dangle outside the uniform top.
14. Tattoos visible on students' arms must be covered by wearing a lab jacket or cardigan at all times while in the clinical education center. Any student found not in compliance with the policy will be sent home from the clinical education center to rectify the situation and will be responsible for the lost clinical time.  
A Student Conference/Corrective Management form will be completed by the instructor to document the incident and the form will be retained in the student's clinical folder. The Clinical Instructor will then inform the Clinical Coordinator.

***Any student, who is not in compliance with the policy described herein, will be sent home from the clinical education center to rectify the situation and will be responsible for the lost clinical time.***

## XII.

# Ethics and Professional Development

### General Ethical Behavior

Students must conduct themselves in a manner consistent with the established code of conduct while in the classroom and the clinical education center. Such conduct is conducive to the inspiration of patient confidence. (Refer to Code of Ethics for Radiographers).

In addition, all students will be courteous, considerate and tactful in dealing with instructors, hospital staff and fellow students. When you are requested to perform a task, it must be done without questioning authority. If the task is unreasonable or you believe it will cause harm to someone, seek the intervention of the clinical faculty to assist you in meeting your obligations. No student is to refuse the reasonable request of any supervisor or staff radiographer who is assuming responsibility for his/her supervision.

Students are to refrain from disturbing others with irrelevant conversation, gossip or loud speech. This is true for the classroom as well as the clinical education center.

Students are not to congregate in areas where patients may see them. Patients awaiting radiographic procedures do not understand the presence of idle staff they may feel they are waiting unnecessarily. Students are not allowed to congregate in viewing areas or computer work-station areas.

Students may never reveal a patient's confidential information to anyone not directly involved with the care of the patient. This specifically includes friends and family members outside the educational circle. Such disclosure of information to persons other than those directly involved in the care of the patient would constitute a violation of the **"Right to Privacy Act"**.

Students will be courteous, polite and possess a professional demeanor whenever representing the College, the program or the profession of Radiography.

The acceptance of monetary gratuities or personal gifts from patients is considered unethical.

## **Ethics (continued)**

The following are additional examples, although they do constitute a complete outline of unprofessional conduct, which would compromise a student's progression in this program:

1. Not using professional titles with all medical personnel. Physicians must be addressed properly as Doctor; instructors, as "Mr./Mrs./Ms./or Professor.
2. Possession, use or being under the influence of alcohol or a controlled substance of any kind while on campus or attending clinical assignment.
3. The theft of any articles from the clinical education center. This includes but is not limited to O.R. scrubs, tape, syringes, needles, sheets, etc.
4. Engaging in immoral conduct while on clinical assignment. Moral conduct relates to the principles of right and wrong as dictated by custom. Students are expected to conform to a standard of what is morally correct as defined by the American Society of Radiologic Technologists Code of Ethics.
5. Emotional outbursts are not tolerated in the clinical setting.
6. Habitual or excessive lateness and/or absenteeism: Patients rely on our services and the quality of these services cannot be compromised by an inability to rely on the radiographer.
7. Eating in patient areas or any area not designated for that purpose.
8. Chewing gum during clinical assignment.
9. **Falsifying documents. This includes accurate documentation on all clinical and program forms. (e.g. attendance records, competency forms, practice sheets etc.)**
10. Sleeping while at the clinical education center.

The faculty reserves the right to dismiss the student for unprofessional or unethical behavior while on clinical assignment regardless of technical ability or other grading factors.

## XIII.

### Program Dismissal Policy

The Radiography Program reserves the right to recommend to the Vice President for Academic and Student Affairs, the dismissal of a student for any serious reason, e.g. unsafe clinical practices; health problems which interfere with the attainment of program goals and which cannot be resolved; behavior which is contrary to the ethical code of the Radiography profession; and misuse of privileges extended by the clinical education centers.

The recommendation to dismiss a student is made by the faculty of the Radiography Program.

**A student that is dismissed from the program is not eligible for readmission or re-enrollment in the program.**

The student has the right to appeal the decision through the college grade appeal process as outlined in the College Student Handbook.

### **Immediate Clinical Dismissal Policy**

The Radiography Program reserves the right to dismiss a student from the clinical education center immediately, when the health and safety of a patient is affected by the negligent, incompetent, unethical or illegal practice of the student.

The Clinical Instructor will notify the student involved as to the reason(s) for the dismissal verbally and in writing, via the Student Conference/Corrective Management form. The Clinical Instructor will also notify the Clinical Coordinator of a clinical dismissal. The student may not return to the clinical rotation until the Clinical Coordinator and the Program Director have reviewed the incident and a determination is made as to whether the incident warrants program dismissal. The student may continue to attend all course lectures until disposition of the matter has been determined.

## XIV.

### Appeal of Immediate Clinical Dismissal

A student that has been dismissed from the clinical education center has the right to appeal the immediate dismissal decision. The program appeal process for clinical dismissal is as follows:

1. It is the student's responsibility to immediately contact the Clinical Coordinator, **WITHIN 24 HOURS OF THE INCIDENT**, for the purpose of discussing the circumstances of the dismissal. The Clinical Coordinator will report findings and make a recommendation to the Program Director as to the disposition of the incident. That recommendation will be made **WITHIN 2 CLASS DAYS OF MEETING WITH THE STUDENT**.
2. The Program Director has the discretion to decide whether the dismissal should be upheld, in which case step 3 will be activated. The Program Director may also decide to re-instate the student once all the circumstances surrounding the incident have been evaluated. **THE PROGRAM DIRECTOR WILL NOTIFY THE STUDENT OF THE DECISION WITHIN 2 CLASS DAYS OF RECEIVING APPEAL FROM THE CLINICAL COORDINATOR.**
3. Should the suspension be upheld, the student will be given the opportunity to address the Radiography Program faculty within five (5) class days, for the purpose of presenting his/her version of the circumstances of the incident. The student has the right to have someone of his/her choice accompany them to this review. In addition to the Radiography faculty, a tenured faculty member from one of the other Allied Health Programs and a College Counselor will serve as consultants at the review.
4. The Program Director **will notify the student in writing as to the decision of the review panel within 2 class days**. Students that are clinically dismissed are not permitted to continue in the Radiography Program.
5. The student reserves the right to appeal the decision of the panel through the College grade appeal process, which is outlined in the Radiography program Student Handbook and the College Student Handbook.

The Program Director will make every effort to handle the review and appeal process expeditiously, so as not to jeopardize the student's chances for successful completion of the clinical sequence.

**A student who has been dismissed from the Radiography Program will receive a grade of "F" in the courses registered for and is not eligible for re-admission or re-enrollment in the Radiography Program.**

## XV.

### Additional Policies and Procedures

#### Licensure, Certification & Professional Organizations

##### **American Registry of Radiologic Technologists**

Only upon successful completion of the program's didactic and clinical requirements, will the student be eligible to take the national certification examination, The American Registry of Radiologic Technologists (ARRT) Certification Examination.

After passing the examination, the radiographer will then be permitted to use the letters "R.T.(R) ", Registered Technologist, Radiography, after their name.

##### **Licensure Requirements For All Operators of Medical X-Ray Equipment**

1. Licensure is a requirement for all technologists to work in the state of New Jersey.
2. Licenses may be obtained through the State of New Jersey, Department of Environmental protection.
3. Holders of ARRT Certification must also possess a current New Jersey license.
4. Once a student passes the ARRT examination, they must submit a copy of their current ARRT card and application to:  
***Bureau of Collections and Licensing and Management Services***
5. Once the documentation is received a permanent license will be issued by the New Jersey Department of Environmental Protection.

##### **Professional Organizations**

Student are encouraged to join societies/professional organizations at the state and national levels. The following organizations are highly recommended.

**A.S.R.T.....The American Society of Radiologic Technologists**

**N.J.S.R.T.....The New Jersey Society of Radiologic Technologists**

## **Family Educational Rights and Privacy Act of 1974 Buckley Amendment**

Passaic County Community College's Radiography Program informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, with which the College complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, to submit an explanatory statement for enclosure in the record if the outcome of the hearing is unsatisfactory, to prevent disclosure, and to secure a copy of the College policy which includes the location of all education records. Students also have the right to file complaints by writing to, Family Educational Rights and Privacy Act Office, Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202, or by telephone at (202) 655-4000, concerning alleged failure by the College to comply with the Act.

Under FERPA, as a student attending a post-secondary institution, you are given a right to privacy. This protection prohibits the release of information concerning grades, assignments, your progress in the program, etc., to anyone other than you. As a result, the faculty will not be posting grades or responding to grade requests by telephone or e-mail. We will be happy to discuss your grade with you on a face-to-face basis in our offices.

# Code of Ethics

*The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team.*

*The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.*

*The Code of Ethics is aspirational.*

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing

radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.



THE AMERICAN REGISTRY  
OF RADIOLOGIC  
TECHNOLOGISTS®

GOLD STANDARD  
PATIENT CARE



## XVI.

### Acknowledgement of All Program Policies

Each student in the Radiography Program is given a copy of the current Radiography Student Handbook and Technical and Professional Competency Manual on the first day of classes in the freshmen term of the program. In addition, copies of the program student handbook are available upon request from the department and may be accessed on the Radiography program website. It is the student's responsibility to read and become informed regarding all policies and program expectations.

The handbook and clinical competency plan will be discussed at length during Freshmen Orientation and each student will have the opportunity to discuss the spirit and intent of all program policies, to ensure compliance. Any student that is unable or unwilling to adhere to the policies described herein may withdraw from the program after discussing their concerns with the Program Director.

A copy of the Acknowledgement Form (page) will be distributed during Freshmen Orientation to each student enrolled in the Radiography Program. Upon completion of the orientation process, the student is required to take and pass, with a **minimum grade of 80**, a Handbook Test. Failure of the Handbook Test delays the start of clinical assignment. Students must pass the test prior to their first clinical assignment. The student will be asked to sign the acknowledgement form, which will be filed in the student's confidential records along with the test grade. The student's signature on the form signifies **knowledge and acceptance of program policies**.

**PASSAIC COUNTY COMMUNITY COLLEGE**

**RADIOGRAPHY PROGRAM**

Student Handbook Acknowledgement Form

I, \_\_\_\_\_, have received, read and understand the contents  
(Print your name here)

of the Radiography Student Handbook, as demonstrated by a passing grade on the handbook test.

The student's signature on this form indicates knowledge and acceptance of all program policies as described in the Radiography Student Handbook.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Program Faculty)

\_\_\_\_\_  
(Date)

Handbook Test Grade 1<sup>st</sup> attempt: \_\_\_\_\_

Handbook Test Grade (re-take) if necessary: \_\_\_\_\_